

## ***Part Time Library Assistant Youth & Teen Services Job Description***

**Definition:** The part time employee must be able to perform all duties involved in staffing the circulation desk, reference service, and providing other library services to the public. In addition, this position plans, implements, and maintains library services for children (birth to 6<sup>th</sup> grade) and teens (7<sup>th</sup> to 12<sup>th</sup> grade) in cooperation with the director. Up to 29 hours per week. Employee is supervised by the Library Director.

### **Customer Service**

- ❖ Demonstrate customers as number one priority with pleasant and helpful attitude
- ❖ Exhibit and emphasize appropriate patron confidentiality
- ❖ Assist customers with various forms of technology within library parameters
- ❖ Interpret customer information in computer and negotiate customer fines professionally and efficiently
- ❖ Provide readers' advisory
- ❖ Innovative in approaches to customer service

### **Librarianship**

- ❖ Check materials in and out quickly and accurately
- ❖ Perform opening and closing procedures as instructed, including daily monetary transactions
- ❖ Participate in outreach work in the community for the library as needed
- ❖ Open, answer and/or distribute all relevant mail and e-mail requests
- ❖ Respond to public inquiries and complaints as able
- ❖ Process material in the appropriate manner and time frame
- ❖ Assist with the shelving of books and shelf-reading to keep the collection in good order
- ❖ Assists with ongoing book inventory and weeding
- ❖ Interpret library tools, such as catalog and collection, according to procedures
- ❖ Assist in collection development through suggestions and patron requests
- ❖ Assist in recording and compiling statistical data
- ❖ Actively promote library services, materials and activities
- ❖ Know and understand library policies and procedures and enforce them in a non-discriminatory way
- ❖ Working knowledge of electronic devices and resources and willingness to learn new technology skills

### **Programming**

- ❖ Plan, implement and evaluate engaging programs for children, teens and/or adults
- ❖ Utilize appropriate marketing procedures for programs
- ❖ Gather appropriate program attendance data
- ❖ Maintain specialized/specific areas of the collection

# Bolivar-Hardeman County Library

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## **Teamwork**

- ❖ Positively contribute to team interactions and morale
- ❖ Complete assigned projects in a timely way, seeking assistance and training where appropriate
- ❖ Communicate accurately, clearly, honestly and respectfully to others
- ❖ Maintain individual and shared workspaces in an orderly condition
- ❖ Adhere to appropriate standards of dress and behavior
- ❖ Reliable to schedules, take initiative, effective time management
- ❖ Participate in training when appropriate in keeping with library trends
- ❖ Other duties as assigned

## **Qualifications**

- ❖ Any combination of training and experience equivalent to:
  - Graduation from high school or GED required
  - Ability to operate a computer and associated software
  - Experience working with the public
  - Library courses or some experience working in a library preferred
  - Strong interest in reading preferred
- ❖ Must have experience working with children

## **Minimal Essential Tasks**

- ❖ Standing and/or walking most of the day
- ❖ Reaching/bending/stooping to retrieve/replace library materials
- ❖ Pushing/pulling—to 75 lbs maximum
- ❖ Lifting—to 40lbs maximum
- ❖ Handling and manipulating library materials—fingering cards, book pages, forms, etc.
- ❖ Visual acuity to read cards and labels with various types of sizes
- ❖ Hearing acuity to answer phone and patron verbal requests
- ❖ Flexible time/work schedule, including Saturday as a regular workday
- ❖ Punctuality is required
- ❖ Supervise the Junior and Teen Advocacy Board (TAB)

## **Work Environment**

- ❖ Inside work
- ❖ Exposure to dust
- ❖ Exposure to book molds and various other molds

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_